



COMMUNITY COLLEGE OF RHODE ISLAND

Office of Human Resources

EXECUTIVE POSITION VACANCY NOTICE

POSITION: Associate Vice President
Institutional Advancement and College Relations

LOCATION: Primarily Flanagan Campus; Lincoln, RI

REPORTS TO: President

SALARY: Salary commensurate with education and experience

WORK SCHEDULE: Non-Standard

SUPERVISES: Professional and support staff

JOB SUMMARY:

To be responsible for institutional development, grants and contracts, fund raising and external relations as these external relations concern federal funding legislation. Also, to function as the Executive Director of the Community College of Rhode Island Foundation, as well as develop and oversee the College's alumni affairs activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, monitor and promote all phases of external funding activities including state, federal and private funding relationships.
- Identify current and future grant funding needs and establish priorities for seeking grant funding; ensure these needs and priorities reflect and/or complement the mission and goals of the Community College and its departments.
- Supervise the areas of grant and fiscal programs management including research, writing and budget development, as well as all facets of the review, processing, submission, contract/agreement negotiation and reporting as they relate to proposals to foundations, business concerns, organizations and individuals for grant funding.
- Identify and publicize sources of grant monies to Community College divisions and departments; provide technical assistance to administrators, faculty and staff in obtaining financial support.
- Develop and maintain corporate, governmental and legislative relations for purposes of grant funding and institutional support.
- Serve as the executive director of the CCRI Foundation and provide creative leadership in working with the Board and trustees to develop and implement the vision and strategic plan to guide the Foundation's work.
- Provide support to the Foundation through Board development; provide leadership guidance to standing and ad hoc committees in carrying out annual action steps and the plan of work as related to the strategic plan.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

- Seek out and secure major gifts from individuals, foundations and corporations including monetary gifts, in-kind contributions, mail solicitations and cultivation and stewardship of prospects.
- Provide oversight and integration of all fundraising functions, as well as maintain authority over prospect research, information systems and development communications.
- Initiate, organize and oversee the Annual Fund Campaign, as well as Comprehensive Campaigns and Capital Campaigns as they are authorized by the Foundation Board. Work with consultants to develop case statements, research prospects, and develop and write proposals for corporate and private funding.
- Supervise functions pertaining to donor relations and stewardship, strategic planning and goal setting, scholarship development and management, special events, donor recognition, and volunteer recruitment and direction.
- Initiate, organize and oversee the planned giving program, including the design and development of materials, and the program of activities, workshops and trainings. Promote enrollment in the Chaffee Society.
- Manage the Alumni Association Office by coordinating the activities of the Alumni Affairs Director and providing direction and encouragement.
- Provide support for the Retirees Organization and the Athletics Department, as they support the interests of CCRI retirees and fundraising needs of the Athletics Department respectively.
- Supervise staff hiring, professional development and training, and performance evaluation.
- Other related duties as assigned by the President.

LICENSES, TOOLS AND EQUIPMENT:

Various computer hardware and software relating to fund raising and communications. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

- Bachelor's degree required, Master's preferred, in related field.
- At least four years of professional fund raising experience for an institution of higher education or similar non-profit organization.
- Evidence of successful experience in supervision, management, record keeping and statistical procedures.
- Must be able to communicate effectively orally and in writing, as well as be able to organize, coordinate and supervise support staff.
- Demonstrable experience with the grant writing, management and reporting processes is essential.
- Must possess exceptional interpersonal skills.

APPLICATION PERIOD:

Review of applications will begin immediately and will continue until the position is filled; however, to ensure full consideration, complete application materials should be attached by March 30, 2012.

HOW TO APPLY:

To apply for this position, please go to our online recruitment site at <https://jobs.ccri.edu> and complete the online application. In addition to the application, a cover letter, resume and contact information of three references need to be attached at the end of the application. Finalists will be asked to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity and Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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